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TO : Chief, Management Staff

DATE: APR - 5 1956

FROM : Asst. Management Officer

SUBJECT: Personnel Records Survey Report.

Document No. _____ 001
NO CHANGE in Class. ☐
☐ DECLASSIFIED
Class. CHANGED TO: TS S Ⓒ
DDA Memo, 4 Apr 77
Auth: DDA REG. 77/1763
Date: 27/02/78 By: 008

1. Assignment:

   a. To identify the principal personnel records maintained and their uses.

   b. To summarize these data and present them for analysis by the Management Staff.

2. Scope of the Survey:

   a. The survey was limited to fact finding. The adequacy of, or need for, the records examined were not analyzed.

   b. Headquarters elements of the DD/P, DD/S and DD/I Areas were surveyed.

   c. The records examined were those used for personnel management - hiring, promoting, transferring, rotating, separating, etc.

      Excluded were the specialized records maintained by: the Offices of Security, Medical and Training; the Divisions of Military Personnel and Records Integration; and the Counter Intelligence Staff.

3. Findings:

   Analysis sheets (Annex A) summarize the basic records examined and em- phasize their duplication. Basic data concerning the records and their uses are presented in Annex B. The following are the main subjects covered in that Annex:

   a. Personnel File Folders are maintained in every third echelon* component surveyed. Many of the contents are duplicated in the official personnel file in the Office of Personnel. Some folders contain operational material, but most contain those personnel records necessary for third echelon personnel administration and are frequently used to the exclusion of the official folder. Fourth and fifth echelons also frequently maintain personnel file folders.

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* The DD/I and DD/S Offices, the DD/P Divisions and Staffs.

b. <u>Profiles</u> are used extensively but vary greatly in contents. Most are on a single page. They are usually confined to facts which can be copied from other forms. Education, previous experience, Agency assignments and Agency training are the usual contents. They seldom include evaluated information. They are not prepared by the central personnel office and are seldom in the official personnel file folders.

c. <u>Individual Card records</u> are maintained by all third echelon components surveyed,** the majority using the Civil Service Employee Record Card, Form OF-4b. The cards contain a record of Agency assignments and some or all of these items: training, previous experience and education.

d. <u>T/O List</u>, the monthly IBM publication of the Personnel Office, was considered inadequate for operating needs by all but one component;*** many called it "useless." Five components surveyed prepare their own monthly T/O lists and a sixth plans to do so. Other components use the form OF-4b with the Position Identification Strip in a Kardex cabinet as a working T/O record.

e. <u>Records of Training</u> are kept by training officers, usually at the third echelon level. Most of these components keep a card record summarizing each employee's training. Records of needed training are more diverse, but are usually maintained.

f. <u>Skills Locator Record</u>, in Qualifications Analysis Branch, Personnel Assignment Division, Office of Personnel is used continually by placement officers but is frequently criticized by operating components as inadequate and inaccurate. It is not kept up to date. ORR has set up its own record.

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ANNEXES:
A - Analysis Sheets
B - Summary of Records Surveyed

** Except Office of Operations, DD/I which does not maintain personnel records at the third echelon level.
*** Requirements Division, FI Staff, DD/P